

Administrative Complaint Form

This form may be used to submit an administrative complaint to resolve an alleged violation(s) of Part B of the Individuals with Disabilities Education Act ([IDEA](#)), the implementing federal regulations, and the Vermont special education regulations, that may result in an improper identification or evaluation of a student, or the improper determination of the eligibility or placement of a student, or that may deny the provision of a free appropriate public education to a student under the IDEA. You may use these links to see the relevant [state](#) and [federal](#) special education regulations. You must file an administrative complaint regarding an alleged violation that occurred not more than **one year** prior to the date that the complaint is received by the Commissioner.

Instructions:

1. **All asterisked (*) information on this form must be included when you submit an administrative complaint.** If you, or your attorney, do not include the asterisked (*) items on this form, it may result in the denial or delay of a complaint investigation.
2. If you have a complaint, please describe it completely and accurately on the attached pages. Remember: It is important that you describe any issue that you wish to raise in an administrative complaint investigation, and the facts that you feel support your position. If you do not describe the issue you will not be able to raise it during the investigation. Focus on the issues that allege a violation of the applicable **special education regulations** and genuinely have had an adverse effect on the student's ability to receive meaningful educational benefit.
3. Please note that only allegations related to **special education matters** (that a school district/supervisory union violated Part B of the IDEA and the implementing state and federal regulations) can be addressed through an administrative complaint investigation.
4. Please be sure to include a description of how this problem could be resolved to the extent known and available to you/your child at the time you file your complaint. If you do not know, please say so. The school district/supervisory union may contact you directly to discuss resolving and/or mediating your issues.
5. You may submit additional information, either orally or in writing, about the allegations in your complaint. This information may be included with your complaint or submitted later. Examples of written documentation could include IEP(s), evaluations, etc. After filing an administrative complaint, new information about different alleged violations of special education regulations must be raised as a separate administrative complaint.
6. At the same time that you send this form and attachments to the Commissioner, you must send or deliver a copy of this form and attachments to the supervisory union/school district's special education coordinator or superintendent.

If you are not sure how to complete this form, you may contact one of the following for more information or assistance:

Vermont Parent Information Center (VPIC)
600 Blair Park Rd, Suite 301
Williston, VT 05401
Tel: (802) 876-5315 or 1 800-639-7170

VT Disability Law Project
264 North Winooski Avenue
Burlington, VT 05402
Tel: (802) 863-2881 or 1 800-747-5022
Fax: (802) 863-7152

Susan Boyd
Vermont Dept of Education
120 State Street
Montpelier, VT 05620-2501
Tel: (802) 828-3136

Other options that you have to resolve your disagreement(s) include: talking to the school, school district and supervisory union officials; contacting the Department of Education's technical assistance line at (802) 828-5114; mediation, and; due process complaint. (For more information about mediation or due process complaint, please see the department's [Parental Resources Web page](#), or contact Susan Boyd at the address/telephone number listed above.)

You may also file a complaint regarding provisions of Part C of the IDEA by forwarding the written complaint to the Director of the Family, Infant and Toddler Program at 103 South Main Street, Waterbury, Vermont 05671-0204.

Mail to: Commissioner, Department of Education, 120 State Street, Montpelier, VT 05620-2501

Date: _____

*Parent's Name: _____ Parent's Name: _____

[or, *Individual or organization filing complaint, *if different than Parent*:

_____ (relationship to student) _____]

*Address: _____

Address: _____

*Tel: W (____) _____ H (____) _____ (cell) _____ Fax: _____ email: _____

Attorney/Advocate, if applicable: _____

Address: _____

Tel: W (____) _____ H (____) _____ (cell) _____ Fax: _____ email: _____

*Student's name: _____ Date of Birth: _____

*Student's Residence: Same as Parent/individual filing complaint? ____ yes.

*Address *if different* from parent: (If the child is homeless, please provide contact information for the child.)

*School the student attends: _____ Grade: ____ *Disability: _____

*School District/Supervisory Union _____

Were these problem(s) identified below the subject of an *earlier* due process complaint, administrative complaint, and/or mediation? ____ yes ____no

Subject of a *current* due process complaint, administrative complaint, and/or mediation? ____ yes ____no

(If a decision regarding your complaint was previously issued in a due process hearing, the hearing decision is final.

If your complaint is also the subject of a current due process complaint, the administrative complaint investigation will be set aside until the conclusion of the due process complaint.)

Are you interested in receiving information about mediation? ____ yes ____no

"I would like to request mediation in an attempt to resolve this complaint ____ yes ____no."

*1. Describe the *nature of the problem* with the school (how they violated Part B of the IDEA or state and federal regulations) and any *facts* relating to the problem, including date(s) or periods of time within which the events occurred.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*2. Describe what actions the school has taken to address the problem.

*3. Describe how this problem could be *resolved*.

*A copy of this request and attachments *must be provided* to the Special Education Coordinator or Superintendent at the School District/Supervisory Union. Please confirm that you have done this by checking one of the following:

A copy of this complaint was: ___ mailed on _____ (date), or, ___ hand-delivered on _____ (date)

The copy was provided to: Name: _____ Title: _____

Address: _____

***Signature of Parent(s) submitting complaint:** _____

All asterisked (*) information on this form must be included when you submit an administrative complaint.